



Hands-On Training: USDA Transaction Approval & Reallocation in Access Online

2011 GSA SmartPay2® Conference

Wednesday August 17, 2011

2:00 – 3:10 pm

The Venetian, Las Vegas: Room # Marco Polo 803 – 804

USDA Transaction Approval & Reallocation in Access Online (AXOL)

This training focuses on the Review of Transaction Approval in Access Online (AXOL) to show you how to work most efficiently in AXOL when approving and reallocating your transactions.

<https://wbt.access.usbank.com>.

usbank

login

Access® Online Web-Based Training

Go to Accessible WBT

Lesson and Certification Login (Why register?)

Please enter your user name (e-mail address):

Please enter your personal password:

Please enter the WBT password:

Go

Register a new account Forgot your password?

Lesson Only Login

Please enter the WBT password:

Go

Approving/Reallocating Transactions Checklist

- **The following is a checklist for cardholders as they begin to approve/reallocate transactions:**
 - ✓ **Confirm Details** - Review the transaction details for correct price and item content. And be sure you know the correct accounting code to reallocate/approve to, as you will only have one chance to make sure all information is correct.
 - ✓ **Accounting Codes** - To search for the correct Default Accounting Code (DAC), you must use the allocations tab and the spyglass.

For best results, select '**contains**' rather than '**begins with**' when searching for an accounting code.

The system will not let you select an '**invalid**' accounting code, however, it will let you select a '**valid**' code that may not be the correct one for you to choose. So it is important to check that you have selected the correct default accounting code for you to avoid DAC errors.

Approving/Reallocating Transactions

Transaction Detail Tabs

■ **Transaction Detail Tabs**

Make sure you are familiar with each tab under the transaction detail and the information it will provide you.

- **Summary Tab** – Provides a synopsis of all the transaction details. Most importantly, this tab provides all the details regarding extraction for payment to U.S. Bank and reallocation of the accounting code being finalized.
 - **Payment Extract (PE)** – Provides information on when the file was originally sent to NFC (FMFI) for payment.
 - **GL Extract (GLE)** - Provides information on when the reallocation file was extracted from AXOL to NFC (FMFI) and has been paid.

NOTE: As of the GL Extract date, the cardholder will no longer be able to edit or make comments changes or split/change accounting codes. This is why you **MUST** have all of your information in hand and correct as soon as you begin the approval process. Coordinators should have cardholders complete the information in the Comments tab first.

Approving/Reallocating Transactions

Transaction Detail Tabs (Summary Tab)

Transaction Management
Transaction Detail

Product: Purchasing Card [Switch Products](#)
Card Account Number: *****5020, DAMIEN SISCA [Switch Accounts](#)

[Managing Acct List](#) [Card Acct List](#) [Trans List](#)

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	10/04	10/06	OFFICEMAX CT*IN#133575	800-472-6473, IL	\$164.71	III E	000000000000000000	DA11EP9CC0000 [2670]

☒ Disputed ☐ Trans Detail Level ☒ Extracted ☒ Reallocated ☐ Reallocation Locked

Summary [Allocations](#) [Transaction Line Items](#) [User Line Items](#) [Comments](#) [Approval History](#) [Client Data](#)

The Summary tab shows high-level transaction information.

Transaction

Date: 10/04/2010
Purchase ID: 000000000000000000
Total Amount: 164.71
Memo Post: Yes

Sales Tax: 0.00
Freight: 0.00

Merchant

Name: OFFICEMAX CT*IN#133575
City, State/Province: 800-472-6473, IL
Transaction Type: SALES DRAFT
MCC Code: 5943
MCC Description: STATIONERY STORE/SUPPLIES

Reference Information

Billing Cycle: 10/07/2010
Posting Date: 10/06/2010
Reference Number: 24445000278464674711680
Authorization Number: 001386

Extract Date(s)

Most Recent Standard Financial Extract: 10/07/2010
General Ledger Extract: 10/09/2010
Payment Extract: 10/09/2010

Currency

Billing Currency: U.S. Dollar
Source Currency: U.S. Dollar
Source Currency Amt: 164.71

General Ledger Extract (GLE)

Payment Extract (PE)

Summary Tab

Approving/Reallocating Transactions

Transaction Detail Tabs (Allocations Tab)

Transaction Detail Tabs, *continued*...

- Allocations Tab** – Lists all cost centers associated with the transaction as well shows how the item price was divided between those various cost centers to pay for the transaction. If only one cost center is used, than there will be 100% associated to that cost center.

The screenshot displays the USDA Transaction Management interface. On the left is a navigation menu with links for Active Work Queue, Account Administration, Transaction Management (selected), Account Information, Reporting, and My Personal Information. Below these are links for Home and Contact Us. The main content area is titled 'Transaction Management' and 'Transaction Detail'. It shows a Card Account Number: *****5020, DAMIEN SISCA. Below this is a 'Trans List' button. The 'Transaction Summary' section includes a table with columns: Status, Trans Date, Posting Date, Merchant, City, State/Province, Amount, Detail, Purchase ID, and Accounting Code. The table contains one row with the following data: Status (Disputed), Trans Date (10/27), Posting Date (10/28), Merchant (ACCESSLINE *PHONE SVC), City, State/Province (877-880-0055, WA), Amount (\$21.05), Detail (II), Purchase ID (T1,21093f,1cf), and Accounting Code (DA11EP9CC0000 [2320]). Below the table are icons for Disputed, Trans Detail Level, Extracted, Reallocated, and Reallocation Locked. The 'Allocations' tab is selected, showing a message: 'The Allocations tab displays the cost center allocation(s) associated to the transaction. Allocations are no longer available for editing because the transaction: Is no longer in your approval queue. Allocation Source: Allocation Rule Last Changed by: System'. Below this message is a table with columns: Amount, Percent, Prepopulated Accounting Code Selection, Accounting Code, LINE OF ACCOUNTING (6-1), BOC (4), and DCN (FAS USE ONLY) (6). The table contains one row with the following data: Amount (\$21.05), Percent (100.00%), Prepopulated Accounting Code Selection (Current Name), Accounting Code (DA11EP9CC0000), LINE OF ACCOUNTING (6-1) (2320), BOC (4) (2320), and DCN (FAS USE ONLY) (6) (2320). A 'Valid Accounting Code' checkbox is checked. At the bottom left, a red box with the text 'Allocations Tab' has an arrow pointing to the 'Allocations' tab. At the bottom right, there is a link '<< Back to Transaction List'.

Allocations Tab

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
Disputed	10/27	10/28	ACCESSLINE *PHONE SVC	877-880-0055, WA	\$21.05	II	T1,21093f,1cf	DA11EP9CC0000 [2320]

The Allocations tab displays the cost center allocation(s) associated to the transaction.

Allocations are no longer available for editing because the transaction:

Is no longer in your approval queue.

Allocation Source: Allocation Rule Last Changed by: System

Amount	Percent	Prepopulated Accounting Code Selection	Accounting Code	LINE OF ACCOUNTING (6-1)	BOC (4)	DCN (FAS USE ONLY) (6)
\$21.05	100.00%	Current Name	DA11EP9CC0000	2320		

<< Back to Transaction List

Approving/Reallocating Transactions

Transaction Detail Tabs (User Line Items Tab)

■ **Transaction Detail Tabs, *continued*...**

- **User Line Items Tab** - This is the area where you will be able to separate your reallocations within the transaction according to cost center.
 - **REMINDER** - This will be FINAL once the GL Extract has gone out (normally 1-2 days after reallocation).
 - **Line Item Allocations Sub-Tab** - Located within the ***User Line Items Tab***, this provides a detailed breakdown of all the items contained on this invoice.
 - Occasionally you may need to break items down between different cost centers. This will provide you a detail receipt to do so.

NOTE: You can view a screenshot of this tab on the next following slide.

Approving/Reallocating Transactions

Transaction Detail Tabs (User Line Items Tab)

Transaction Management - User Line Items Sub T...

Card Account Number: *****5020, DAMIEN SISCA

[Trans List](#)

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	10/27	10/28	ACCESSLINE *PHONE SVC	877-880-0055, WA	\$21.05	II	T1,21093f,1cf	DA11EP9CC0000 [2320]

Disputed II Trans Detail Level E Extracted A Reallocated Reallocation Locked

User Line Items Tab

Summary Allocations **User Line Items** Comments Approval History Client Data

The User Line Items and Line Item Allocation are no longer available for editing because of one or more of the following reasons:

- The transaction is no longer in your approval queue

Line Item Allocations Sub-Tab

User Line Items **Line Item Allocations**

The User Line Items sub-tab provides the ability to enter the details of the line items within a transaction.

Product Code	Item Description	Qty	Unit of Measure	Unit Cost	Line Item Total	% of Trans Amount	Item Commodity Code
This transaction has no user line items.							

<< [Back to Transaction List](#)

All of serving you™

Approving/Reallocating Transactions

Transaction Detail Tabs (Comments Field Tab)

Transaction Detail Tabs, *continued*...

- Comments Field Tab** – From a management and oversight prospective, this is the most important tab and the one you must spend significant time making sure everything is detailed and correct. Comments Field information is especially critical when dealing with convenience checks. The screenshot below shows the Comments Tab and the screenshots on the next following two slides show the required fields which **MUST** be filled in.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	10/27	10/28	ACCESSLINE *PHONE SVC	877-880-0055, WA	\$21.05		T1,21093f,1cf	DA11EP9CC0000 [2320]

Disputed Trans Detail Level Extracted Reallocated Reallocation Locked

Summary Allocations User Line Items **Comments** Approval History Client Data

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

The Comments are no longer available for editing because the transaction:
is no longer in your approval queue.

Conv. Checks TIN#

Agency Specific Data

Conv Ck Mer Inf /Waiver#

Goods Recvd Date
10/27/2010

Item Description
CCSC Toll Free Fraud Line - Monthly Fee

[Back to Transaction List](#)

Approving/Reallocating Transactions

Transaction Detail Tabs (Comments Field Tab)

Enter the Information on this page as follows:

- (1) **Conv. Checks TIN#** - If a convenience check was written, enter the merchant's TIN.
- (2) **Agency Specific Data** – This is a free (optional) field for each Agency to use per their own internal processes/requirements.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Co
	10/27	10/28	ACCESSLINE *PHONE SVC	877-880-0055, WA	\$21.05	II	T1,21093f,1cf	DA11EP00000

Disputed (D) Trans Detail Level (II) Extracted (E) Reallocated (A)

Comments Tab

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Conv. Checks TIN#
04-3667705

Agency Specific Data
SOLDIER FIRE

Conv Ck Mer Inf / Waiver#
Merchant Info (Name, Complete Address, City, State & Zip)
WAIVER #

Goods Recvd Date
05/15/2009

Item Description
Dipping site for heliattack crew during Soldier Fire

Save Comments

<< [Back to Transaction List](#)

Example:

Green Supply Shop
1234 Green Avenue, Seattle, Washington 01234
Waiver #7

BOTH THE MERCHANT INFO. & DCIA WAIVER # - REQUIRED PER DR 5013-6

*(refer to the DCIA Waiver attachment when selecting the actual Waiver #)

Approving/Reallocating Transactions

Transaction Detail Tabs (Comments Field Tab)

Enter the information for:

(3) Conv Ck Mer Inf/Waiver # (4) Goods Recvd Date and (5) Item Description.

Then click on **Save Comments** and select the **Summary** tab.

The screenshot shows the 'Transaction Summary' page in the USDA Access Online system. The interface includes a left sidebar with navigation links like 'Account Information', 'Reporting', 'Personal Information', 'Home', and 'Contact Us'. The main content area displays transaction details for a transaction dated 10/27, posted on 10/28, with a merchant 'ACCESSLINE *PHONE SVC' and an amount of \$21.05. Below this, there are tabs for 'Summary', 'Allocations', 'User Line Items', 'Comments', 'Approval History', and 'Client Data'. The 'Comments' tab is active, showing a text area for comments and several input fields: 'Conv. Checks TIN#' (04-3667705), 'Agency Specific Data' (SOLDIER FIRE), 'Conv Ck Mer Inf / Waiver #' (Merchant Info (Name, Complete Address, City, State & Zip) WAIVER #), 'Goods Recvd Date' (05/15/2009), and 'Item Description' (Dipping site for heliattack crew during Soldier Fire). A 'Save Comments' button is at the bottom. Red arrows point from the instructional text to the 'Comments' tab, the input fields, and the 'Save Comments' button. A red box labeled 'Comments Tab' points to the tab itself. Another red box explains the 'Conv Ck Mer Inf / Waiver #' field, and a third explains the 'Goods Recvd Date' field. A fourth box at the bottom points to the 'Save Comments' button.

Comments Tab

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Conv. Checks TIN#
04-3667705

Agency Specific Data
SOLDIER FIRE

Conv Ck Mer Inf / Waiver #
Merchant Info (Name, Complete Address, City, State & Zip)
WAIVER #

Goods Recvd Date
05/15/2009

Item Description
Dipping site for heliattack crew during Soldier Fire

Save Comments

<< Back to Transaction List

If a convenience check, enter the Merchant's Name, Complete Address including City, State & Zip-code in Conv Ck Mer Inf/Waiver #. Also enter the DCIA waiver code. If it's not a convenience check, leave blank.

Enter the date the goods/services were received.

After completing information in all Comment Fields, click on **Save Comments**.

Approving/Reallocating Transactions

Transaction Detail Tabs (Approval History Tab)

■ Transaction Detail Tabs, *continued*...

- **Approval History Tab** – This tab allows you to view the history of when both you, as the cardholder, and the Approving Official (AO) last touched the transaction.

Transaction Management - Approval History Tab

10/27 10/28 ACCESSLINE *PHONE SVC 877-880-0055, WA \$21.05 T1,21093f,1 cf DA11EP9CC0000 [2320]

Disputed Trans Detail Level Extracted Reallocated Reallocation Locked

Summary Allocations User Line Items Comments **Approval History** Start Date

The Approval History tab displays approval actions taken on a transaction. To pull this transaction back from its pending approver, click "Pull Back."

Cardholder Approver: Sisca, Damien
Current Pending Approver: McCain, John

Approval Actions

Approver	Date/Time	Approval Action	Approver Modifications
Sisca, Damien	12/21 3:46	Approved	

Key for Rejection Reasons:

- 1 Incorrect accounting code allocation (Request for user to change allocation)
- 2 Incorrect approver sequence / additional approval needed (Request for user to forward the transaction(s) to appropriate approver(s) in the proper sequence)
- 3 Incorrect or insufficient transaction comment information
- 4 Incorrect or not enough user line item data
- 5 Unauthorized / non-preferred vendor
- 6 Incorrect match
- 7 Other

Key for Approver Modifications:

- A Changed Allocation
- C Changed Transaction Comments
- U Changed User Line Items

Pull Back

<< Back to Transaction List

Approving/Reallocating Transactions

Transaction Detail Tabs (Client Data Tab)

■ **Transaction Detail Tabs, *continued*...**

- **Client Data Tab** - This tab will give you all the USDA specific data related to the transaction such as:
 - When it was 'accepted' for payment at NFC and what date NFC 'disbursed' funds for payment.
 - If the transaction became parked or stuck at NFC under 'reject' date.
 - Most importantly though, it will give you a document number by which to search for the transaction in FMMI later to make sure the reallocation was processed correctly.

NOTE: You can view a screenshot of this tab on the next following slide.

Approving/Reallocating Transactions

Transaction Detail Tabs (Client Data Tab)

Transaction Management - Client Data Tab

Transaction Detail

Card Account Number: *****5020, DAMIEN SISCA

[Trans List](#)

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	10/27	10/28	ACCESSLINE *PHONE SVC	877-880-0055, WVA	\$21.05		T1,21093f,1cf	DA11EP9CC0000 2320

Disputed Trans Detail Level Extracted Reallocated Reallocation Locked

Client Data Tab

The Client Data tab displays client supplied transaction data.



Status:	Paid
Document Number:	P1900475590
Accept Date:	10/31/2010
Initial Reject Date:	
Disbursement Date:	11/01/2010
Disbursement Amount:	\$21.05
Transaction Type:	Debit

[<< Back to Transaction List](#)

Approving/Reallocating Transactions

Transaction Detail Symbols & Terminology

■ Transaction Detail Symbols & Terminology

-  Means the transaction has been extracted from AXOL for payment to NFC (FMFI). This is always a must for transactions to be paid timely and to allow you as cardholders to approve transactions.
-  Means the transaction has been reallocated in some way by the cardholder. It's critical to remember that until the GL Extract occurs, a cardholder may reallocate this transaction again as often as necessary, even though there may be a pad lock located to the right just before the accounting code. Even if the transaction was 'final approved' by your Approving Official.
 - Remember you will always be able to look at the summary screen to see if a GL Extract has occurred. We will walk through the steps in a moment how to pull back a transaction which has been previously reallocated, but has not been permanently locked by having the GL Extract Occur.

NOTE: The next slide will show a transaction detail depicting both of the above examples as well as transaction which are both 'permanently' and 'temporarily' locked.

Approving/Reallocating Transactions

Transaction Detail Symbols & Terminology


<input type="checkbox"/>	Approved	05/05	05/06	IEEE PRODUCTS & SERVICES	800-678-4333, NJ	\$64.51	(B)	(E+)	VQFA3DB94CE5	(A+)	(A)	15 I91U561000 IRU 2523
<input type="checkbox"/>	Approved	05/06	05/06	AMER SOC CIVIL ENGINEERS	800-548-2723, VA	\$296.00	(B)	(E+)	ASCEPO129052	(A+)	(A)	15 I91U561000 IRU 2660
<input type="checkbox"/>	Approved	04/29	04/30	THE PERFORMANCE INSTITUTE	703-8940481, VA	\$897.00	(B)	(E+)	VSGE3C9D596C	(A+)	(A)	15 I91U532007 IRU 2523
<input type="checkbox"/>	Final Approved	04/11	04/13	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00	(B)	(E+)	96734994RT8Z1TKS	(A+)	(A)	15 I91U510000 IRU 2540
<input type="checkbox"/>	Approved	03/11	03/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00	(B)	(E+)	791639875855YZCI	(A+)	(A)	15 I91U510000 IRU 2540
<input type="checkbox"/>	Approved	02/27	03/02	INFORMATION FORECAST INCI	818-8884444, CA	\$245.00	(B)	(E+)	VSJE3B2436D5	(A+)	(A)	15 I91U561007 IRU 2523
<input type="checkbox"/>	Approved	02/11	02/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00	(B)	(E+)	62094491HR12HO25	(A+)	(A)	15 I91U521000 IRU 2540
<input type="checkbox"/>	Approved	02/04	02/06	NARUC	202-8982203, DC	\$295.00	(B)	(E+)	000014	(A+)	(A)	15 I91U522007 IRU 2523
<input type="checkbox"/>	Approved	01/23	01/26	NARUC	202-8982203, DC	\$195.00	(B)	(E+)	000002	(A+)	(A)	15 I91U532007 IRU 2523
<input type="checkbox"/>	Approved	01/22	01/23	NNA*NATL NOTARY ASSN	800-876-6827, CA	\$50.00	(III)	(E+)	7999469	(A+)	(A)	15 I91U521000 IRU 2570
<input type="checkbox"/>	Final Approved	01/11	01/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00	(B)		43551862RPKR8OY7		(A)	15 I91U510000 IRU 2540
<input type="checkbox"/>	Approved	01/09	01/12	OMEGA PERFORMANCE	704-6721400, FL	\$105.00	(B)	(E+)	50765	(A+)	(A)	15 I91U521000 IRU 2324
<input type="checkbox"/>	Final Approved	01/07	01/08	DJ*WALL STREET JOURNAL	800-568-7625, MA	\$74.75	(B)		495B3790-E4E5		(A)	15 I91U510000 IRU 2660
<input type="checkbox"/>	Final Approved	12/29	12/30	NRECA 2	703-9075893, VA	\$689.00	(B)		322122915280001		(A)	15 I91U510000 IRU 2500
<input type="checkbox"/>	Final Approved	12/11	12/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00	(B)	(E+)	25708545ROI64R95		(A)	15 I91U510000 IRU 2540


(D) Disputed (A+) Reallocated (II) (III) Trans Detail Level (E+) Extracted (A) Reallocation Locked

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 21 of 21

[Reallocate](#) [Mass Reallocate](#) [Approve](#) [Pull Back](#)





Approving/Reallocating Transactions

Transaction Detail Actions

■ Transaction Detail Actions

- **Approve** – This button indicates that no changes are required by the cardholder and the transaction will stay on the default accounting and the cardholder, merely, needs to approve the transaction.
- **Reallocate** – This button will require you to change the accounting code to a different valid accounting code.
- **Mass Reallocate** – This button will allow you to change the accounting code on multiple transactions at one time, as long as the same code will be placed on each transaction.
- **Pull Back** – This button will allow you to bring a transaction back out of your Approving Official's queue **prior** to them 'final approving' the transaction. This function **will not** work once a transaction has been approved.
 - **NOTE:** Any 'Pull Back' completed after the GL Extract has gone through, will not go through to FMFI and thus the reconciliation must be done in FMFI.
 - A screenshot of a 'Pull Back' on the 'Approval History Tab' can be viewed on the next following slide.

Approving/Reallocating Transactions

Transaction Detail Actions

<input type="checkbox"/>	Approved	05/05	05/06	IEEE PRODUCTS & SERVICES	800-678-4333, NJ	\$64.51	(B)	(E+)	VQFA3DB94CE5	(A+)	(A)	15 I91U561000 IRU 2523
<input type="checkbox"/>	Approved	05/06	05/06	AMER SOC CIVIL ENGINEERS	800-548-2723, VA	\$296.00	(B)	(E+)	ASCEPO129052	(A+)	(A)	15 I91U561000 IRU 2660
<input type="checkbox"/>	Approved	04/29	04/30	THE PERFORMANCE INSTITUTE	703-8940481, VA	\$897.00	(B)	(E+)	VSGE3C9D596C	(A+)	(A)	15 I91U532007 IRU 2523
<input type="checkbox"/>	Final Approved	04/11	04/13	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00	(B)	(E+)	96734994RT8Z1TKS	(A+)	(A)	15 I91U510000 IRU 2540
<input type="checkbox"/>	Approved	03/11	03/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00	(B)	(E+)	791639875855YZCI	(A+)	(A)	15 I91U510000 IRU 2540
<input type="checkbox"/>	Approved	02/27	03/02	INFORMATION FORECAST INCI	818-8884444, CA	\$245.00	(B)	(E+)	VSJE3B2436D5	(A+)	(A)	15 I91U561007 IRU 2523
<input type="checkbox"/>	Approved	02/11	02/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00	(B)	(E+)	62094491HR12HO25	(A+)	(A)	15 I91U521000 IRU 2540
<input type="checkbox"/>	Approved	02/04	02/06	NARUC	202-8982203, DC	\$295.00	(B)	(E+)	000014	(A+)	(A)	15 I91U522007 IRU 2523
<input type="checkbox"/>	Approved	01/23	01/26	NARUC	202-8982203, DC	\$195.00	(B)	(E+)	000002	(A+)	(A)	15 I91U532007 IRU 2523
<input type="checkbox"/>	Approved	01/22	01/23	NNA*NATL NOTARY ASSN	800-876-6827, CA	\$50.00	(B)	(E+)	7999469	(A+)	(A)	15 I91U521000 IRU 2570
<input type="checkbox"/>	Final Approved	01/11	01/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00	(B)		43551862RPKR8OY7		(A)	15 I91U510000 IRU 2540
<input type="checkbox"/>	Approved	01/09	01/12	OMEGA PERFORMANCE	704-6721400, FL	\$105.00	(B)	(E+)	50765	(A+)	(A)	15 I91U521000 IRU 2324
<input type="checkbox"/>	Final Approved	01/07	01/08	DJ*WALL STREET JOURNAL	800-568-7625, MA	\$74.75	(B)		495B3790-E4E5		(A)	15 I91U510000 IRU 2660
<input type="checkbox"/>	Final Approved	12/29	12/30	NRECA 2	703-9075893, VA	\$689.00	(B)		322122915280001		(A)	15 I91U510000 IRU 2500
<input type="checkbox"/>	Final Approved	12/11	12/12	CTO*GOTOWEBINAR.COM	800-263-6317, CA	\$99.00	(B)	(E+)	25708545ROI64R95		(A)	15 I91U510000 IRU 2540

(D) Disputed (A+) Reallocated (B) Trans Detail Level (E+) Extracted (A) Reallocation Locked
[Check All Shown](#) | [Uncheck All Shown](#)
 Records 1 - 21 of 21

[Reallocate] [Mass Reallocate] [Approve] [Pull Back]

Approve
 Pull Back
 Reallocate
 Mass Reallocate

Approving/Reallocating Transactions

Transaction Detail Actions

[Transaction List](#)
[Account Information](#)
[Reporting](#)
[My Personal Information](#)
[Home](#)
[Contact Us](#)

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Co
	10/27	10/28	ACCESSLINE *PHONE SVC	877-880-0055, WA	\$21.05	II	T1,21093f,1cf	DA11EP9CC00

Disputed Trans Detail Level Extracted Reallocated

[Summary](#) [Allocations](#) [User Line Items](#) [Comments](#) [Approval History](#) [Client Data](#)

The Approval History tab displays approval actions taken on a transaction.

Cardholder Approver: Sisca, Damien
Current Pending Approver: Cardholder

Approval Actions

Approver	Date/Time	Approval Action	Approver Modifications
Sisca, Damien	01/04 5:15	Pulled Back	
Sisca, Damien	12/21 3:46	Approved	

Key for Rejection Reasons:

- 1 Incorrect accounting code allocation (Request for user to change allocation)
- 2 Incorrect approver sequence / additional approval needed (Request for user to forward the transaction(s) to appropriate approver(s) in the proper s
- 3 Incorrect or insufficient transaction comment information
- 4 Incorrect or not enough user line item data
- 5 Unauthorized / non-preferred vendor
- 6 Incorrect match
- 7 Other

Key for Approver Modifications:

- A Changed Allocation
- C Changed Transaction Comments
- U Changed User Line Items

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